

Policy Title: Inclusion Diversity Equity Accessibility Advisory Commission (IDEA-AC) Policy

Policy Number: Part 2, Board Administration, Chapter 2, Establishment of Appointed Boards, Section 21

Type of Policy: Administrative

Adopting Resolution:

References (Statutes /Resos/Policies):

Effective Date:

Adoption Date:

Administrative Revision Date: not applicable

Policy Custodian: Board of County Commissioners

Purpose: To establish the IDEA-AC, specify its membership and terms, define its responsibilities, and provide procedures.

Compliance: IDEA-AC members and staff

A. Establishment

The Jefferson County Board of County Commissioners (BCC) established the IDEA-AC in 2023 to advise the BCC on actions and initiatives that promote diversity and inclusion and the safety, health, and well-being for all members of the community.

B. Responsibilities

1. The responsibility of IDEA-AC is to encourage and engender a safe, inclusive, and thriving environment for County employees as well as all members of our diverse community. Specifically, the IDEA-AC shall
 - a. Identify equity gaps and disparities and advise the BCC on actions and initiatives that foster inclusion, diversity, equity and accessibility so that these values are incorporated with dignity, authenticity and accountability into the County's values and mission.

2. Meetings

- a. The IDEA-AC shall meet at least once a year with the Board of County Commissioners (BCC). Such meetings shall be scheduled at the discretion of the BCC.

- b. Regular meetings of the IDEA-AC shall be held a minimum of 6 times a year or more frequently as requested by a majority of the IDEA-AC members or by the Chair. Notice shall be in writing and shall be sent to members at least ten (10) days prior to the day of the meeting.
- c. Special meetings may be called jointly by the Chair and Vice-Chair or by the Staff Liaison at the request of a majority of the members. Notice shall be in writing or by telephone at least seven (7) days prior to the day of the meeting.
- d. All notices shall contain the date, time, place, and agenda of the meeting and shall be posted at least 24-hours in advance, in accordance with County policy and the Colorado Open Meetings Law.
- e. More than fifty percent (50%) of the voting members shall constitute a quorum.
- f. The Commission may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or other county policy or regulation.

3. Staff

The Equity Diversity Inclusion (EDI) Manager and staff will serve as staff liaison to the IDEA-AC. To accomplish the purposes of the IDEA-AC, staff shall provide services, information, and other necessary professional assistance.

4. Remuneration

Members shall not be compensated.

C. Membership

1. Composition

- a. The IDEA-AC shall be composed of thirteen (13) voting members and six (6) alternates to be appointed by the BCC. Alternates are expected to regularly attend meetings and will vote only if a voting member in their sector is absent.
- b. The membership shall be composed of:
 - i. Four (4) Jefferson County Residents (3 voting members and 1 alternate)
 - ii. Four (4) Jefferson County Business Owners (3 voting members and 1 alternate)
 - iii. Four (4) Jefferson County Subject Matter Experts (SMEs) (3 voting members and 1 alternate)
 - iv. Four (4) Jefferson County Service Users (3 voting members and 1 alternate)

- v. Three (3) Jefferson County Municipality or Non-Profit Representatives (1 voting member and 2 alternates)
- c. Whenever a member's status changes and the member no longer represents the sector that the member was appointed to represent, the member must resign or reapply for membership through the BCC. If the member is a voting member who elects to reapply rather than resign, the member will have voting rights until reappointment is either granted or denied.

2. Terms

- a. Each member shall be appointed for an initial term, effective October 1, 2023, expiring September 30 of the expiration year, the BCC will appoint or reappoint members at the BCC's sole discretion, to have the following terms: seven (7) voting members will have two-year terms, six (6) voting members will have three-year terms, three (3) alternate members will have two-year terms, and three (3) alternate members will have three-year terms in order to stagger the term end dates after the initial establishment year per the Board and Commission Appointments Policy.
- b. Members shall be subject to reappointment by the BCC upon application for renewal. Should a delay occur during the reappointment process, members shall continue to serve and shall have voting rights until the reappointment is either granted or denied.
- c. Each member shall serve until the later of the date his or her term expires and his or her successor is appointed, unless membership is earlier terminated by written resignation, is terminated because of two (2) unexcused absences in twelve (12) consecutive months, or is revoked by the BCC
- d. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Conflict of Interest

A member of the IDEA-AC shall avoid conflicts of interest, actual or perceived, and shall disclose the conflict to the Chair and immediately disqualify themselves from any decision involving the interest. Vacancies

- a. Vacancies shall be filled by appointment by the BCC.
- b. The IDEA-AC and EDI Manger may review the applications for appointment and make recommendations to the BCC for vacancies that occur.

5. Absences

Because the membership includes alternate members, members may not select non-appointed alternates to represent them at IDEA-AC meetings.